



# OPEN – STATEWIDE EXAMINATION BULLETIN PHARMACEUTICAL CONSULTANT I, DEPARTMENT OF HEALTH SERVICES

## CONTINUOUS TESTING

CALIFORNIA STATE GOVERNMENT SUPPORTS EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, GENDER, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

### WHO SHOULD APPLY

Persons who meet the minimum qualifications (entrance requirements) as stated. Applications will NOT be accepted on a promotional basis. Career credits do not apply for this examination.

### HOW TO APPLY

This is an open examination. Applicants should complete an examination packet, which includes the Examination Application (STD. 678) and supplemental application, and return to the testing office. To learn more about the job and testing arrangements, contact the testing office shown below. Examination packets may be filed in person or by mail with:

DEPARTMENT OF HEALTH SERVICES  
714 P STREET, ROOM 850  
P O BOX 942732  
SACRAMENTO, CA 94234-7320

(916) 657-1423  
TDD (916) 657-3042

### DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

### SPECIAL TESTING INFORMATION

If you have a disability and need special arrangements, mark the appropriate box in Section 2 of the application Form STD. 678. You will be contacted to make specific arrangements.

### FILING DEADLINE

There is no final filing date. Filing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

### SALARY RANGES

\$4598 – 5747 per month

### POSITION DESCRIPTION

This is the journey person level in this series. Incumbents in this class either (1) in a field office, provide a full range of consultation services to staff consultant, physicians, nurses, fiscal intermediary representatives, and others as the services apply to the Medi-Cal Program and to facilities licensed by the Department of Health Services; review and monitor drug utilization under the Medi-Cal Program, including on-site review of pharmacy providers; and independently evaluate and approve or deny a full range of drug treatment authorization requests in the Medi-Cal Program; in the Audits and Investigations field office program, may occasionally assist in developing policies through participation on departmental task forces; or (2) in a headquarters office, assist in evaluating of pharmaceutical benefits; assist in monitoring drug utilization in medical care programs; provide advice and guidance to departments, agencies, and local jurisdictions throughout the State on the nature and scope of pharmaceutical services provided under medical care programs. Travel may be required in some positions.

Positions exist in Los Angeles, Sacramento, Stockton, San Diego, Anaheim, Santa Ana, San Francisco, San Bernardino, Santa Rosa, and Ventura.

### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS STATED BELOW. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.**

NOTE: Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), (and range, if applicable). College course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information will be rejected.**

### MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to an examination as meeting 100 percent of the overall experience requirement.

Possession of a valid certification of registration in pharmacy issued by the California State Board of Pharmacy.

One year of experience (exclusive of internship) within the last five years in the practice of community or

---

hospital pharmacy.

**EXAMINATION  
INFORMATION**

A candidate may be tested only once during any testing period. The testing periods for this examination are January 1 through June 30 and July 1 through December 31.

EXAMINATION INTERVIEWS WILL NOT BE HELD. This examination will consist of a supplemental application only. Information on the supplemental application will be used to assess, on a competitive basis, each candidate's relevant training and experience. In order to obtain a position on the eligible list, a minimum rating of 70 percent must be attained on the supplemental application.

---

**Supplemental Application – Weighted 100 percent**

---

**SCOPE**

In addition to evaluating the candidates relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring competitively, relative to job demands, each competitor's:

KNOWLEDGE OF:

1. Drugs and medical supplies required in the operation of a pharmacy.
2. Pharmaceutical chemistry and principles of pharmacology.
3. Drug utilization.
4. Pharmacy economics.
5. Drug purchasing, pricing, and inventory control.
6. Principles of statistics.
7. Medical care administration.
8. Pharmaceutical manufacturing methods and drug distribution.
9. Interrelationships of Federal, State, and local professional and voluntary health and welfare agencies, and of programs and services of such agencies.
10. Pharmaceutical practice in health facilities, clinics and home health agencies.

ABILITY TO:

1. Recognize, assess, and develop solutions to problems involved in the pharmaceutical aspects of medical care programs.
2. Evaluate the quality and scope of pharmaceutical services provided under Department of Health Services programs.
3. Interpret and apply policies and standards for the pharmaceutical aspects of medical care programs.
4. Establish and maintain effective and cooperative working relationships.
5. Analyze situations accurately and take effective action.
6. Report on the effects of proposed changes in the pharmaceutical aspects of the Department of Health Services programs.
7. Communicate effectively.

**ELIGIBLE LIST  
INFORMATION**

Names of successful competitors are merged into the list in order of final scores regardless of date. Eligibility expires 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**VETERANS PREFERENCE**

Veterans preference credits will not be granted in this examination since it does not qualify as an entrance examination.

---

**GENERAL INFORMATION**

**Applications** are available at the State Personnel Board office, local offices of the Employment Development Department, the Department noted on this announcement and through the internet at <http://www.spb.ca.gov>.

**If you meet the requirements** stated on this announcement, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all successful candidates will be ranked according to their scores.

**The Department of Health Services** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this announcement.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work

cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

The California Relay (Telephone) Service for the Deaf or Hearing Impaired:

MCI From TDD: 1-800-735-2929      MCI From Voice Telephone: 1-800-735-2922

Sprint From TDD: 1-888-877-5378      Sprint From Voice Telephone: 1-888-877-5379